

Instructions:

The Lead Assessor is to complete this form for each site visited during assessment. Obtain the signature of the CAB quality representative. Give a copy to the client before returning the original to A-S-B / L-A-B Operations. The Lead Assessor must immediately fax a copy to (260) 637-2791.

Company Name	USEPA Region V Chicago Regional Laboratory	Certificate # (Xxxxx.xx)	L2280	
Location (site)	Chicago, IL	Date(s) of onsite Assessment	Start: 6/8/16	Finish: 6/10/16
Lead Assessor	Michael Shepherd	Assessment Man-Days	2.5	
Team Assessor / Tech Expert	Thomas McAninch	Assessment Man-Days	2.5	
Assessment Type	Full Reassessment	A-S-B / L-A-B Program(s)	ISO 17025 LABPR 413- Forensic Science OGWDW	
Accreditation Standard(s)	17025:2005, LABPR 413- Forensic Science (G19-2002), OGWDW			

1) Man-Days

Do on-site man-days vary from assessment plan? Yes _____ No **X**

If yes, provide a brief explanation:

- Final Invoice will also include off-site man-days expended by A-S-B / L-A-B staff for “pre” and “post” assessment activities— e.g. Document Review, Reporting, Technical Reviews and Corrective Action Follow-Up. On site man-days includes the number of days at the CABs facilities.

2) Key Personnel

Is there any change in key CAB personnel? Yes _____ No **X**

Provide information below:

Key Personnel	Position / Title	Scope Item(s) or Method(s) Responsible For

- Key CAB personnel are defined as the Quality Manager, Technical Manager, and anybody who is the only trained and authorized person to perform a particular scope item, method or uncertainty of measurement.
- CAB representative must inform A-S-B / L-A-B of any changes in key personnel, ownership, and location.

3) Multi-Site CAB

Is this a multi-site CAB? Yes _____ No **X**

If yes, provide information below:

Total Sites for Client?		How Many Sites Visited / Allocated this Project?	X of X
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Identify the CAB Locations of the Technical Personnel Evaluated (If traveled in from another location)

CAB Location(s)		Cert #'s	

Multi-Site Scopes

Are there any changes to the scopes of the multi-sites **NOT** visited? Yes _____ No _____

If yes, provide information below:

Identify each CAB location and cert # with a brief description of the proposed scope changes. For all scopes with changes provide a signed copy to A-S-B.	CAB Location / Cert #	Description of Changes

4) Review of Scope of Accreditation

Does the scope remain the same? Yes **X** No **X**

Provide details of scope changes:

Client has applied to add the EPA Drinking Water Program to its scope for EPA Method 200.7 and EPA Method 200.8 for selected elements (see Form 19).

Recommend immediate removal of scope items for technical concerns? Yes _____ No **X**

Provide details of scope items recommended for immediate removal for technical concerns:

- Finalize scope(s) of accreditation. **Clearly identify all changes directly on the scope;**
- All scopes shall be signed by Lead Assessor and CAB representative;
- Include additional information which may help further explain any scope changes;
- Review any proposed changes to multi-site scopes (see section 3);
- Word version copy of any modified scopes with changes highlighted must also be provided to A-S-B / L-A-B.

5) Summary of Non-Compliances

Total Number of Non-Compliances	8	Number of Serious Non-Compliances	0
Days for Resolution of Non-Compliances	30	Any Repeat Non-Compliances	0

- A Form 33 - Non-Compliance Report detailing all findings shall be provided to CAB representative.
- Review the instructions on the Form 33 for responding to Non-Compliances with the CAB representative.
- Corrective Actions shall be submitted per the requirements stated on the Form 33 – Non-Compliance Report.

6) Assessor Recommendation on PT Performance

Satisfactory / No Additional Actions	X	PT performance reviewed during assessment. All compliant with Policy 002 and OGWDW requirements.
Increased Monitoring of PT by L-A-B / A-S-B		
Immediate Removal of Scope Item(s)		
Additional Internal Corrective Actions		
Other		

- Repeated poor performance may result in additional action.

7) Assessor Recommendation on Accreditation

Comments

Unconditional Approval		Pending Corrective Action
Conditional Approval	X	
Suspension of Accreditation		

- Note - All final decisions on accreditation are made by A-S-B / L-A-B.

8) Assessor Recommendation for Follow-Up Review

Comments

On-Site Follow-Up Visit Recommended?	NO	
Desk Review Time Recommended?	NO	

- Note - All final decisions on follow up activities must be approved by A-S-B / L-A-B prior to any work being performed.

9) Site Assessment Summary

Please include the summary report below: (Use as much space as needed)

- Summary shall include comments on competence, conformity and opportunities for improvement.

Conducted 5 man-day Full Reassessment for ISO/IEC 17025:2005, FSLAP (LABPR-413), and the EPA Office of Groundwater and Drinking Water (OGWDW) Drinking Water program. The laboratory is well equipped and well maintained. Staff demonstrated good technical knowledge of their test procedures, demonstrated good technical skills, and provided candid and insightful feedback during interviews and technical witnessing.

Performed technical witnessing for scope items.

Scope items witnessed include:

- Total Mercury by CVAA,
- Mercury in Solids by DMA,
- Volatile Organics by GC/MS,
- Semivolatile Organics by GC/MS,
- Air Toxics by GC/MS,
- Biochemical Oxygen Demand,
- ICP and ICP/MS for Drinking Water by EPA Methods 2007 and 200.8,
- PCBs,
- Anions,
- Total and Amenable Cyanide,
- Ammonia,
- Solids,
- Oil and Grease (Method 1664),
- TCLP, and
- Chlorinated Organic Compounds by GC/ECD,

Also reviewed corrective actions for non-conformances from previous assessment. Both of the previous non-conformances had been adequately addressed (no “repeats”).

New NCs noted include:

- Failed QC results were not qualified in test reports (GC/MS VOA MS/MSDs).
- Test methods not included in test reports (copper cleanup for PCBs).
- Master list is incomplete (does not include MCLADW, 5th ed.)
- Solid samples for PCBs are not refrigerated as required by the method and regulation.
- Sample digestion times for mercury are shorter than methods requirements.
- Current procedures do not require annual reviews of SOPs. (OGWDW)
- IR gun in sample receiving not checked each day of use. (OGWDW)
- Procedures for Oil and Grease not in compliance with method requirements (pH checks, extraction volumes).
- Records do not include a lot number for volumetric digestion tubes.

Conducted review of internal audits and management reviews conducted since the previous assessment. Both sets of documents were complete and comprehensive.

Opportunities for Improvement (OFIs) identified include:

- It is recommended the laboratory review its policy for timely completion and/or closure of documentation of laboratory activities. For example, one analyst has not yet acknowledged completing the annual QMP training conducted 4/27/16. Also, there are seven open corrective action reports from the period 7/1/15 to 12/7/15 that have not yet been completed and closed.
- For analyses of soil samples for mercury using the DMA technique, the laboratory may wish to consider supplementing its use of CRMS in the analytical protocol with appropriate SRMs.
- While instrument maintenance logs are complete, the laboratory may wish to consider including service reports from the manufacturer's field service engineers or other service providers.
- While practice and preparation of the reference materials for ICP analyses is compliant with the standard, the laboratory may wish to consider purchasing ready-made mixtures as CRMS rather than preparing the materials from multiple single component standards.

Reviewed L-A-B Form-001 and PT/ILC Tracking. Proficiency testing is comprehensive and is covered by participation in annual WS and WP studies from a NELAP approved PT Provider (ERA, Phenova, or NSI). The QA Coordinator was requested to update Form 001 to include accreditations to ISO Guide 34 for Reference Materials Producers, where applicable.

10) Closing

- Form 33 – Non-Compliance Report shall be provided to a management representative; if necessary.
- A-S-B has an appeals process per the General Accreditation Requirements if an agreement cannot be reached on any decision.

11) Estimate of Assessor(s) / Tech Expert Travel Expenses

Lead Assessor

Mileage:	40
(\$0.54 / Mile)	\$21.60
Airfare:	\$443.00
Car Rental:	\$0.00
Parking:	\$40.00
Tolls:	\$0.00
Gasoline:	\$0.00
Taxi:	\$80.00
Lodging:	\$700.00
Meals:	\$180.00
Travel Time:	\$160.00
Other:	\$0.00
Total:	\$1,624.60

Team Assessor / Tech Expert

Mileage:	300
(\$0.54/ Mile)	\$162.00
Airfare:	\$381.00
Car Rental:	\$0.00
Parking:	\$45.00
Tolls:	\$0.00
Gasoline:	\$0.00
Taxi:	\$42.00
Lodging:	\$700.00
Meals:	\$225.00
Travel Time:	\$160.00
Other:	\$0.00
Total:	\$1,715.00

12) Signature of CAB Representative and Assessment Team

Signature of CAB Representative	Title	Print Name	Date
		Michael C. Shepherd	6/10/16
Signature of Lead Assessor		Print Name	Date
		Thomas W. McAninch	6/10/16
Signature of Team Assessor / Technical Expert		Print Name	Date

A-S-B Office Use Only

Issue	Initials	Comments
Serious Non-Compliances		
Immediate Removal of Scope Items		
Action Item from PT Review		
On Site Follow-Up Visit Recommended		
Desk Review Time Recommended		
Recommend Post Assessment Activities		

A-S-B Operations Approval	Title	Signature	Date
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